



Wyoming Department of Education

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MEMORANDUM NO. 2010-094

TO: School District Superintendents
Business Managers
School Principals
Personnel Directors
Secretarial Staff

FROM: Aleta Nichols
Data Quality Specialist
Information Management Unit

DATE: April 23, 2010

SUBJECT: Dealing with Data Forms – spring 2010 WEN Video Training

INFORMATION TO SHARE

The Wyoming Department of Education (WDE) will hold a training session on Tuesday, May 11th from 3:30 p.m. to 5:00 p.m. to address the Excel and WEB based collections due at the end of the school year. The training session will be interactive and administered over the Wyoming Equality Network (WEN) Video. This memorandum will answer districts' most frequently asked questions regarding the spring 2010 WEB, Excel and paper-based data collections and provide information on the upcoming training.

When is the Training?

The Dealing with Data Forms training will be held on **Tuesday, May 11, 2010 from 3:30 p.m. to 5:00 p.m.** via the WEN Video.

What is the Spring Collection?

The spring 2010 data collection includes various WISE-based, Web-based, Excel-based and paper-based data collections submitted to the WDE by districts and schools in Wyoming at the end of the school year.

A draft copy of the WDE614-Spring Reporting Certification Checklist which lists the data forms included in the spring collection will be posted on the forms inventory website on Friday, April 23, 2010

<https://wdesecure.k12.wy.us/stats/forms.inventory>.

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What is the Purpose of the WDE614?

The WDE614 serves two purposes. First, it is the required legal assurance from districts that certain fiscal collections have been submitted. The signature of the District Superintendent is required. Second, it is a resource for staff of districts and schools for scheduling and reporting the various data that are required by state or federal statute. It lists all collections including WISE, WEB enabled, Excel and paper based. These collections are bundled on the WDE614 as the spring data collection due at the end of the school year.

Who Should Attend?

The WDE recommends the following staff members attend this meeting: Staff who are responsible for pulling the data elements for collection forms as well as staff who are responsible for completing any of the data collection forms. This could include administrative personnel, district superintendents, business managers, school principals and secretarial staff, especially new staff in these positions.

When to Sign Up?

If you are interested in joining this training, please contact your local high school or community college and ask their local WEN Video scheduler to sign up your site. The last date to sign up your WEN Video site is Friday, May 7, 2010.

What is the Agenda?

This training will detail the submission process and provide helpful hints while working with the WDE Excel and WEB based data collections.

Along with details on the submission process, WDE program managers will be available to respond to questions that district personnel may have about for the following collections:

- WDE533 District Report of Homeless Children and Youth
- WDE626 Early Literacy Longitudinal Data
- WDE682 School Choice and Supplemental Educational Services Provided
- WDE591 Distance Education Milestones Report

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When are the Various Collections Due?

The spring data collections are each due on specific dates. Some are legislatively mandated, and others are driven by the needs of the Department to meet statutory federal and state reporting requirements. Those collections bundled as the spring data collection are listed on the WDE614-Spring Reporting Certification Checklist. The preliminary WDE614 will be posted to the forms inventory no later than Friday, April 23, 2010.

Where are the Documents Posted for this Training?

The package of documents to print and bring to the WDE Dealing with Data Forms Spring Data Training will be available on the WDE's home page at www.k12.wy.us under New Information by Friday, May 7, 2010.

Who to Contact for More Information?

If you have any questions regarding the Dealing with Data Forms Spring 2010 training please contact Aleta Nichols at 307-777-7009 or anicho@educ.state.wy.us

If you have any questions about WEN Video, please contact your local high school or community college and ask for the WEN Video scheduler.

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